

## **LEGISLATIVE ANALYST**

### **DEFINITION:**

Under general direction, to coordinate legislative activities that impact departmental programs and to perform related work as required.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in this class are principal advisors to department heads on legislative matters. They may direct the legislative activities of a County department. This class differs from classes in the administrative series by its requisites of legislative analysis and program management as it relates to program or department issues.

### **EXAMPLES OF DUTIES:**

Prepares and presents oral and written reports and recommendations; exercises the principles of inquiry and research methods in conducting analysis; advises on the implementation of legislation; coordinates departmental legislative analysis activities; formulates policy; develops and designs program objectives; makes presentations before department managers; identifies informational resources within and outside the county; maintains tracking system of pending legislation; performs special assignments at the direction of the department head having complex and sensitive issues requiring resolution; drafts correspondence and board letters for department head's signature; represents the department head at designated meetings.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- Legislative analysis.
- Principles of inquiry and research methods.
- Legislative process and political dynamics of local, state, and federal government.
- Principles and practices of public administration and management.
- Administrative support resources.

#### **General Knowledge of:**

- County, state, and federal government fiscal, legal, and programmatic relationships.
- The General Management System in principle and in practice.
- Statutes, laws, and codes.
- Budgeting principles.
- Report writing techniques.

#### **Skills and Abilities to:**

- Interpret proposed legislation.
- Coordinate legislative analysis activities.
- Communicate and interact in situations requiring tact and sensitivity.
- Write effectively.

- Conduct and facilitate meetings.
- Compile, compute, and summarize data.
- Gain the cooperation of associates and subordinates.

**EDUCATION/EXPERIENCE:**

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is: At least three (3) years of administrative experience at the journey level including one year of experience doing legislative research and analysis on a full-time basis.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**Probationary Period:**

Incumbents appointed to permanent positions in this class shall serve a probationary period of twelve (12) months. (Civil Service Rule 4.2.5).